

Mayor's Task Force on Resident Housing Initiative #7

Enhanced Focus on Enforcement & Employee Rental Housing Policy

Regular Council

23 July 2019



Objective of this session

To support enhanced focus on enforcement within the Employee Housing Programs

- ✓ Provide additional resources to strengthen compliance and enforce against any misuse of the employee housing inventory

To adopt Employee Rental Housing Policy that continues to:

- ✓ Support access to employee housing for Whistler's resort economy workforce
- ✓ Ensure employee housing is available to those employees who need it
- ✓ Optimize the limited employee housing inventory as best as possible

Agenda

- Background & Context
- Policy Proposals
- Implementation next steps

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Recap from Mayor's Task Force:

- Initiative:

✓ ***“Refine the employee restricted housing program for eligibility criteria and enforcement framework”***

Today relates specifically to:

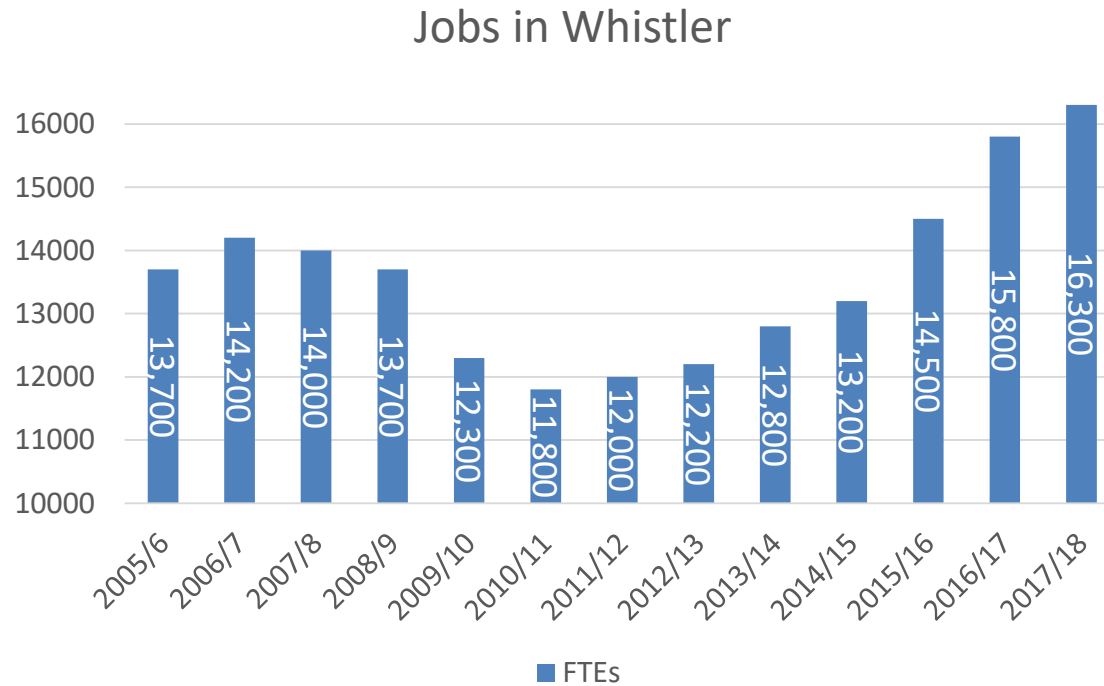
- Enhanced focus on enforcement within the Employee Housing Programs; and
- Employee Rental Housing Program & associated Policy

Initiative was specifically identified because:

- Our surrounds have changed (economic growth, technological impacts....)
- Community is evolving (population, demographics, diverse needs)
- Housing accessibility is challenged (price appreciation, demand outstripping supply)
- Concern in community about misuse of employee housing program

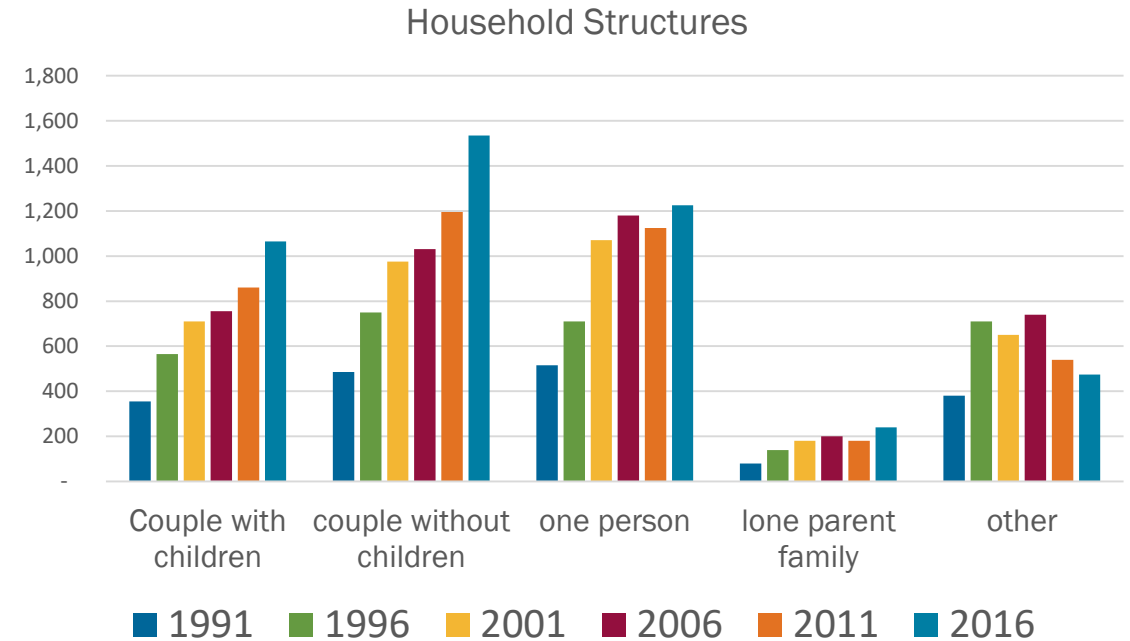
Over time...

- Resort has seen unprecedented growth



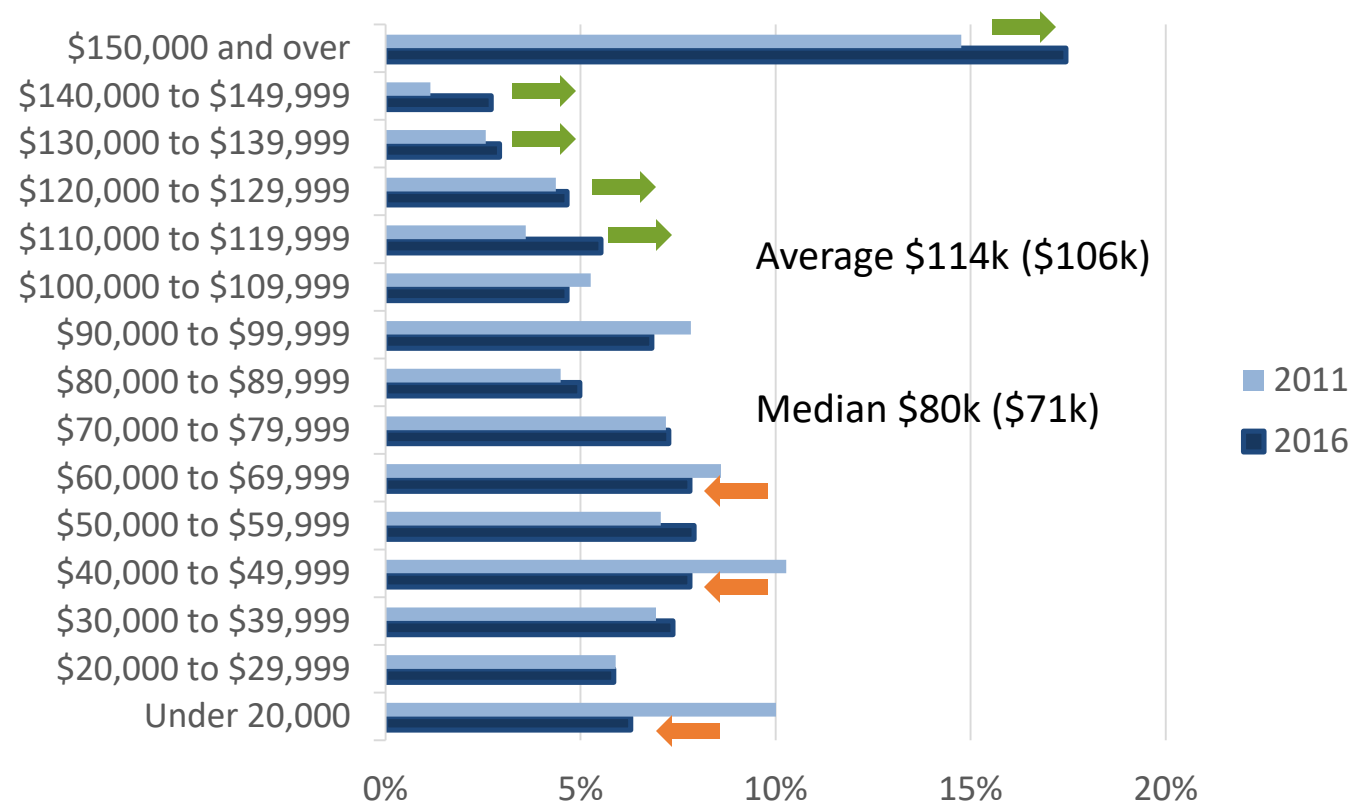
- Thousands of jobs created – more than historical records
- More jobs = more people...

- Permanent population has grown



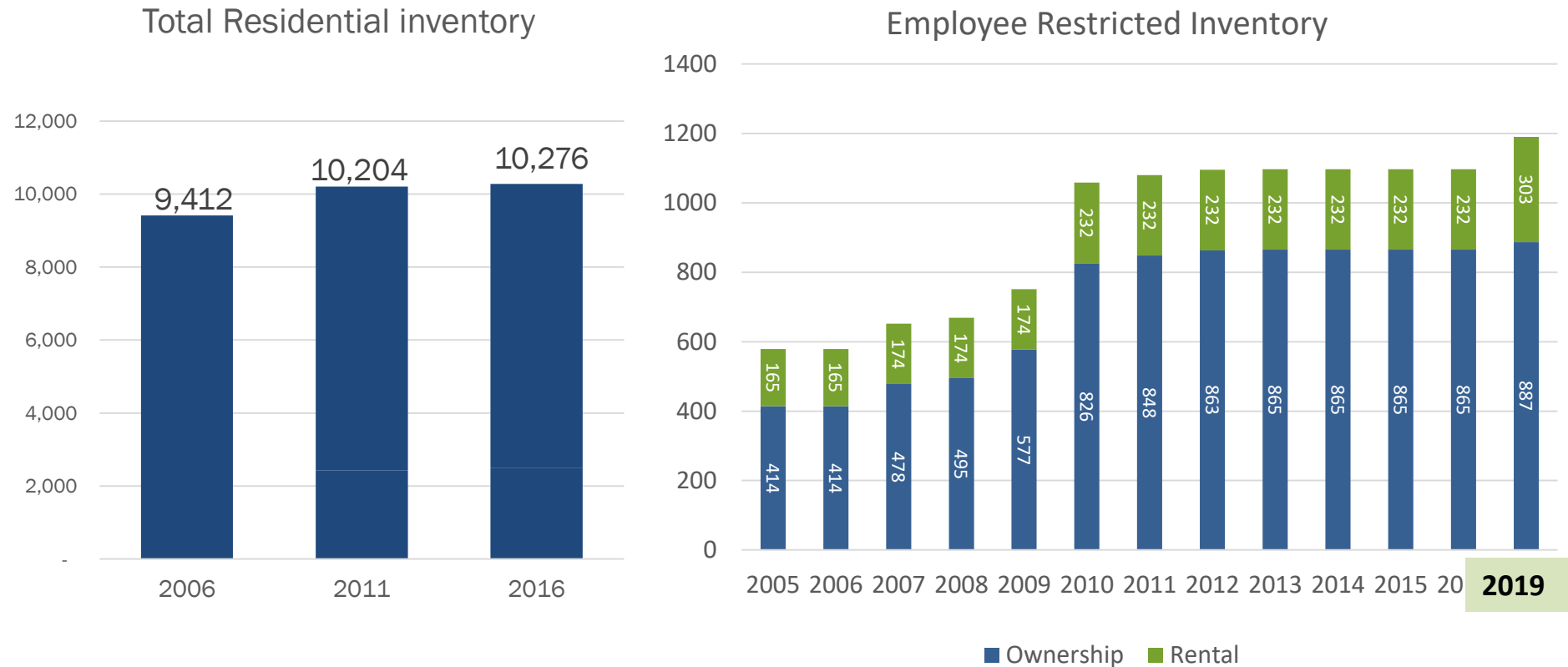
- ✓ Driven by more job opportunities
- ✓ More family housing available – Cheakamus/Rainbow
- ✓ And, greater mobility in workforce (technology/telecommuters, improved S2S/City workforce)

Competition for housing & diversity of household incomes



- ✓ Evolution of diversity within our community – contrasting ability to pay
- ✓ Competition between those working in our economy and (trying to) get ahead
- ✓ Residents deriving income/wealth from outside of the resort

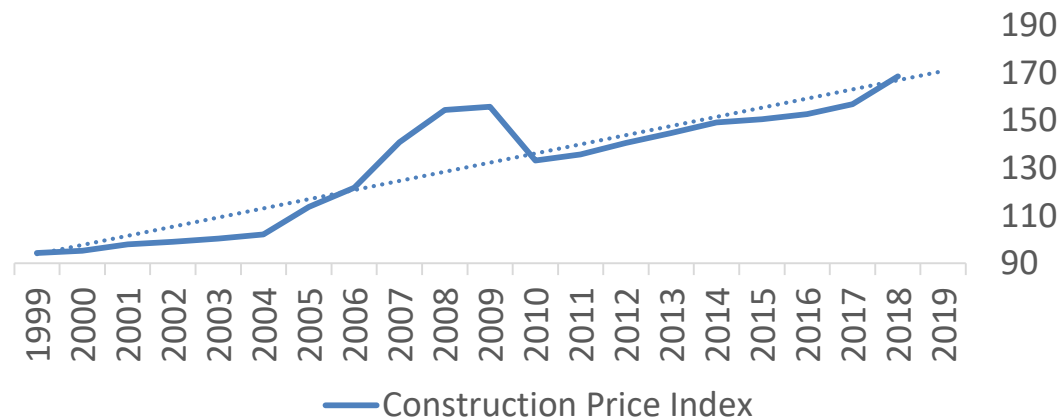
Continued strong demand for limited housing supply



- ✓ Increase in residential homes mostly from development of employee homes
- ✓ Very little change in employee rental supply
 - While market rental inventory dwindling due to redevelopments / change of use

Financial model of employee housing has changed

- **Many factors in the business model which determine rent/sale prices that can be offered – while being self-sustaining**
 - ✓ Funding sources typically used
 - Past included VANOC, Housing reserves, Commercial developer contributions etc
 - Borrowings from MFA (RMOW), external lenders (banks)
 - ✓ Some programs now available with government grants or low cost financing (eg WHA recent)
 - Subsidization through Federal/Provincial programs are typically tied directly to targeted needs of particular groups (generally income based)
 - ✓ Construction costs have dramatically increased – in excess of Olympics inflation



What hasn't changed is the intent of employee housing program

- ✓ Goals to support economic stability which in turn enables community sustainability
- ✓ Overall target of housing 75% of employees in Whistler
- ✓ Housing stock made up of:
 - Market housing (rental and ownership)
 - Employee housing (rental and ownership, private and public)
 - Administered by WHA as municipal owned housing provider
 - for those whose employment justifies residing in Whistler and directly relates to the provision of goods and services within the municipality
- ✓ Steadfast commitment to employee housing – over 2100 employee homes
 - eligibility and occupancy and price restrictions



Feedback received about opportunities for change...

Main themes:

- Strong overarching support for WHA & accomplishments
- Opportunity for 'lower end' properties (in addition to SFH)
- Concern for affordability of employee housing
- Concern for large net worth individuals accessing the program
- Some flexibility for situations such as family separations
- More enforcement
- More enforcement

Overarching Policy direction for Employee Housing

Whistler's long-term success as a vibrant resort community is contingent upon retaining a stable resident workforce

OCP Goals:

- ✓ *Promote efforts to enhance the quality of life for all residents and employees;*
- ✓ *Support the health and well-being of Whistler's youth, young adults, and seniors, as well as their active participation in the resort community;*
- ✓ *Promote diversity in housing price ranges to maintain affordability for the varied needs of different workforce groups and retirees within the community.*

Whistler's commitment to housing our workforce

Whistler's commitment evident by establishment of WHA in 1997 by the Municipality

- ✓ Administration & Management of employee housing
- ✓ Oversees sales of employee restricted ownership homes
- ✓ Administers and manages employee restricted rental properties
- ✓ Enforcement of covenants – eligibility, price, occupancy
- ✓ Active development of 116 new employee restricted homes
 - Recent – 1310 Cloudburst (27 units)
 - New / In progress – 1020 Legacy Way (24 units), 8350 Bear Paw Trail (20), 1330 Cloudburst (45)

Key principles in non-market housing

(as identified during benchmarking & best practices)

- **Standard and consistent access to housing program with clearly defined rules & processes**
- **The reality of limited resources to develop new & effectively administer current housing is acknowledged** and that every individual need is not necessarily catered to (range of housing, but there are limitations)
- **Focus is very much on supporting those who cannot afford private market** (income/asset thresholds are fairly standard)
- **Financial viability of non-market housing organizations requires stable predictable revenues** (ownership fees, rental revenues)... while still maintaining a **focus on affordable pricing** (eg defined rents per apartment)
- **Ongoing verification and enforcement** is a key element to any program

Agenda

- Background & Context
- Policy Proposals
- Implementation next steps

Two main employee housing policy updates proposed for Whistler:

Compliance & Enforcement

Purchase & Rental programs

Rental Program Update

Eligibility & Qualification

Areas of Focus:

- A more proactive and structured follow up review process of:
 - **Annual tenancy reviews** under the rental program to ensure tenants remain eligible and rental rates are reflective of the household's ability to pay.
 - **Annual statutory declaration processes** for the purchase program to ensure that units are in compliance with the appropriate covenant restrictions
- Investigation and **pursuit of enforcement for any reported non-compliance:**
 - Remedy is to enforce specific performance with a court order that a person do something, for example, submit the statutory declaration, or occupants to meet employee eligibility etc.
 - Forced sales may be pursued where performance with contractual obligations continue to be outstanding

Areas of Focus:

- Establish **education campaign to build greater transparency of the rules** of the employee housing program, (eg what is permitted for each employee unit, occupancy use, & maximum rental rates)
- Implementation of **appropriate audit process to *proactively sample*** current rental and ownership homes to ensure use is in line with relevant requirements

Two main employee housing policy updates proposed for Whistler:

Compliance & Enforcement

Purchase & Rental programs

Rental Program Update

Eligibility & Qualification

RENTAL : Eligibility

Current	Proposed	Rationale
Eligible Employee based on being employed or self-employed for at least 20 hours per week on an annualized basis.	Updated to a minimum of 30 hours per week on an annualized basis.	Whistler has evolved into a four season economy enables year round permanent residents to call Whistler home. Full time workforce contributes to a stable and resilient economy in line with the vision of the community
Employed by a Whistler business operating in boundaries of RMOW with a valid business license	Qualified Whistler Business <ul style="list-style-type: none">- Is physically located in Whistler- Primarily serves Whistler local residents, businesses or tourists through majority of business operations	Emphasizes focus is on resort economy workforce. Consistent with goals to house 75% resort workforce living & working in RMOW Excludes businesses that are not linked to resort economy or service the community

RENTAL Eligibility (cont'd)

Current	Proposed	Rationale
A retiree is currently defined as at least 55 years of age and has ceased active employment, who met the employee definition for at least five of the past six years , prior to ceasing employment in Whistler.	Updated to require an applicant meets the Employee definition for at least ten of the past twelve years , prior to ceasing employment in Whistler.	Continuing Whistler's support of in-place retirement for the long term contributors to our resort economy. Continued acknowledgement of the significant commitment contributed during the course of Whistler career .
Seniors access to housing is administered together by WHA with the Mature Action Committee with priority based on a points system including age.	Administration of seniors housing aligned with general employee housing policies managed by the Whistler Housing Authority	Aligning policy and process such that all applicants for employee rental housing are required to meet the same criteria, including for seniors housing.

RENTAL: Qualification

Current	Proposed	Rationale
Applicants preferred size of housing, regardless of need	Introduction of occupancy standards whereby size of rental home offered to an applicant will be based on their household size	<p>Standards enable a more optimal use of available inventory</p> <p>For example, larger homes would be made available to families while smaller homes would be made available to singles and couples. Consideration will also be given to those singles wishing to share a home with others.</p>

RENTAL Qualification (cont'd)

Current	Proposed	Rationale
All applicants eligible based on employment	<p>Update to implement financial thresholds.</p> <p>Requires applicant to substantiate their financial situation – <i>prior</i> to offer of a tenancy agreement, and ongoing annual basis to ensure ongoing qualification.</p> <p>Onus is on each applicant to provide supporting documentation to be verified by external third party service provider.</p>	<p>Rent paid is based on a household's ability to pay - fair and consistent approach such that an equitable portion of a household's income spent on housing.</p> <p>Enables a diverse distribution of housing to be maintained for spread of income groups, and specifically allows for a portion of inventory to be maintained for lower income levels.</p> <p>Encourages applicants who are financially able, to transition to market where possible.</p>

RENTAL Qualification (Cont'd)

Current	Proposed	Rationale
No real estate holdings are allowed (with limited exceptions).	The real estate restriction is removed as it is <u>superseded by the asset limits</u> as described above	<p>No longer differentiates those who may hold assets in real estate, vis-à-vis those who hold other classes of assets such as stocks, mutual funds etc.</p> <p>Also acknowledges situations whereby applicants in need may previously not have had access to employee housing. <i>(Eg own partial share of a family generational cottage, or a family separation has occurred)</i></p>

Financial thresholds

What is this?

- Consideration of an applicants financial situation to determine access to a particular program or activity
- Two factors typically considered are Gross Household Income and Net assets (eg savings, investments)

Why do it?

- Different households have different ability to pay – No ‘one size fits all’
- Provides an equitable and consistent approach to ensuring a program is specifically targeting those it was intended

What does it mean to an applicant?

- An applicant will be responsible to report their financial situation, and provide documentation to an external third party verification service to substantiate

What does it mean if I am already in an Employee Restricted rental home?

- Individuals already occupying a WHA rental home, will not be affected unless they are on the waitlist or enter into a new tenancy agreement with the WHA

Financial categories based on income

Income & Asset thresholds						
	1	2	3	4	5	6
Studio	\$32,000	\$36,000	\$43,000	\$50,000	\$70,000	\$100,000
1 BR	\$39,000	\$45,000	\$54,000	\$63,000	\$87,000	\$200,000
2 BR	\$58,000	\$66,000	\$79,000	\$92,000	\$129,000	\$250,000
3 BR	\$70,000	\$80,000	\$96,000	\$112,000	\$156,000	\$250,000
Max Assets	\$100,000	\$100,000	\$120,000	\$150,000	\$220,000	\$300,000



Categories were created so that households pay c.30% of household gross income on rent

- ✓ Depending on household income, and size of home needed, will determine the applicant's category
- ✓ Eg Family with 1 child, combined income of \$85,000 would be category 4



Asset limits

Assets override income - Considers all assets

Eg family with 1 child, category 4, have assets up to \$150,000. (If not, up to \$300,000 pushes up to cat 5 or 6...)

Maximum Rental Rates per Category						
	1	2	3	4	5	6 (Market)
Studio	\$788	\$900	\$1,080	\$1,260	\$1,463	\$1,575
1 BR	\$980	\$1,120	\$1,344	\$1,568	\$1,820	\$1,960
2 BR	\$1,444	\$1,650	\$1,980	\$2,310	\$2,681	\$2,888
3 BR	\$1,750	\$2,000	\$2,400	\$2,800	\$3,250	\$3,500



Category defines the rent that may be payable by a household, based on unit availability

- ✓ Category 4 family, 2 bedroom

Example of rental rates by property

Rental Rates									
WHA Property	Unit Type	Number of Units	Minimum Rent						
				1	2	3	4	5	6
Beaver Flats <i>2400 Dave Murray Pl</i>	Studio	24	\$844	Min rent	\$900	\$1,080	\$1,260	\$1,463	\$1,575
	1 Bedroom	26	\$1,077	Min rent	\$1,120	\$1,344	\$1,568	\$1,820	\$1,960
	2 Bedroom	7	\$1,428	\$1,444	\$1,650	\$1,980	\$2,310	\$2,681	\$2,888
Cloudburst <i>1310 Cloudburst Dr</i>	1 Bedroom	4	\$1,375	Min rent	Min rent	Min rent	\$1,568	\$1,820	na
	2 Bedroom	23	\$1,810	Min rent	Min rent	\$1,980	\$2,310	\$2,681	na

Benefits of new rental policy

- Reinforces the intent of the Employee Rental Housing program to be for Whistler's workforce
- Continues to support & recognize the contribution of Whistler's long term workforce & enables aging in place
- Provides homes based on household needs – better uses inventory available
- Distribution of inventory provides for portion to be available to lower and moderate income households
- Considers situations where applicant may have significant assets but low income
- Can accommodate situations where income may be variable between years, by taking the lower of average income over 2 years or current year
- Removes differentiation between those who invest in real estate vis-à-vis those who invest in other types of assets

Two main employee housing policy updates proposed for Whistler:

Compliance & Enforcement

Increased resources
for proactive annual follow up

Purchase & Rental Programs

Rental Program Update

Full-time employed by
Qualified Whistler Business
Occupancy Standards
Rent relative to Ability to Pay

Agenda

- Background & Context
- Policy Proposals
- Implementation next steps

Implementation – effective dates

- The Employee Rental Housing Policy will apply to new applicants to the rental waitlist and existing rental waitlist members
- Meeting the Employee Rental Housing policy will be a requirement, *prior* to signing a lease agreement with the WHA
- Applicants on rental waitlist *prior to July 23 2019* that do not meet the policy will be able to remain on the waitlist & maintain their position until December 31 2020 to provide time to meet the policy.

Implementation

Following Council adoption of the proposed resolutions, the next steps are:

- **Community Information Sessions – to be held in August**
 - tailored groups: Rental Waitlist, Seniors, other interested parties
- Execute contract for verification service provider
- Commence recruitment of Employee Housing Compliance Officer

In summary

Policy direction is updated to:

- Reflect changes in our surrounds, better meet community needs, and overcome concerns expressed by the community
- Optimize municipal housing assets
- Support ongoing financial viability of providing current employee housing and opportunity for additional supply
- Enhance support of Vision and Goals for our community

Recommendations

That Council adopt Council Policy K-01: Employee Rental Housing Policy as amended and presented for consideration; and

That Council support enhanced focus on enforcement within the Employee Housing Programs

Council Policy K-01: Employee Rental Housing Policy



THE RESORT MUNICIPALITY OF WHISTLER COUNCIL POLICY

POLICY NUMBER:	K-01	DATE OF RESOLUTION:	JULY 23, 2019
NAME: Employee Rental Housing Policy			

1.0 SCOPE OF POLICY

To establish governing policy by which the Employee Rental Housing Program is provided within the Resort Municipality of Whistler. This applies to all rental properties under the management and administration of the Whistler Housing Authority (WHA).

The Employee Rental Housing Policy will apply to all new applicants to the rental waitlist, and to existing rental waitlist members. A lease agreement for WHA Employee Rental Housing will only be offered to those meeting this policy.

For applicants on the rental waitlist prior to 24 July 2019 that do not meet this policy, they will be entitled to remain on the waitlist & maintain their position until 31 December 2020 to provide time to meet the policy. Should they not meet this policy by 31 December 2020, they will then be removed from the rental waitlist.

2.0 OBJECTIVE

To define the eligibility and qualification requirements to be met in order for members of Whistler's workforce to access Whistler Housing Authority (WHA) Employee Rental Housing inventory.

Employee Rental Housing is provided within the Resort Municipality of Whistler for the long term success as a vibrant resort community, which is contingent upon retaining a stable resident workforce. This supports Whistler's goals of housing 75% of the resort economy workforce locally. It also continues Whistler's support of aging in place for long term contributors who have committed extensively to the resort economy through their careers in Whistler.

Employee Housing Program Parameters Policy Page 2

3.0 DEFINITIONS

Annual Declarations	A specific declaration by a tenant of Employee Rental Housing, used to substantiate the ongoing use of Employee Rental Housing.
Asset Limit	The maximum value of a household's net assets that may be held in order to remain eligible for Employee Rental Housing.
Average Weekly Hours	The average number of hours worked per week, on an annualized basis, for a Qualified Whistler Business(es). The calculation is total hours worked over the most recent year, divided by 50.
Category	A classification used to group applicants with similar financial situation, based on their income and asset level.
Dependent	Under 19 years of age; or between 19 and 25 years of age and registered and attending full-time school, university or vocational institute which provides a recognized diploma, certificate, or degree; or of any age who, because of mental or physical infirmity, is accepted as a dependent for income tax purposes.
Eligible Employee	An individual who works in Full Time Employment, in a Qualified Whistler Business(es), and includes a Retiree.
Employee Rental Housing	Housing intended for Eligible Employees – that is attainable relative to their household size and income – and restricted to employee occupancy by way of housing agreement, lease, covenant, zoning or similar means. Employee Rental Housing may also be subject to additional eligibility, occupancy, resale, price, rent or other restrictions. Employee Rental Housing is restricted to residential accommodation use.
Full Time Employment	Employment of an applicant that is either employed or self-employed for a minimum average of at least 30 hours per week on an annualized basis.
Gross Household Income	<p>Total gross income of all applicant(s) and adult occupants. Income from secondary applicants and all occupants are included.</p> <p>The gross household income is defined as line 150 from the most recent year's income tax return for each person, with adjustments for items such as deductible home based business expenses and losses on business income.</p> <p>Should an applicant's gross household income fluctuate significantly from year to year, they may choose to use either the most recent year's income tax return, or the average of the past two years, to determine their gross household income.</p>

Council Policy K-01: Employee Rental Housing Policy

Median Market Rental	The median monthly rental amount paid for a particular sized unrestricted home in Whistler. The source is an aggregation of data from applications for the WHA Rental Waitlist.
Maximum Rental Rates	The maximum rental rate determined for each unit size, by category.
Net Assets	Calculation of all applicant(s) and adult occupant(s) total assets, including the following: <ul style="list-style-type: none"> - Cash, bonds, stocks, mutual funds and term deposits - Tax Free Savings Accounts (TFSA) - Real estate equity, net of debt - Business equity in a private incorporated company, including GICs, cash, stocks, bonds or real estate equity
Occupancy Standards	A standard determined to ensure optimal use of rental homes for Eligible Employees, without overcrowding nor with excess capacity.
Qualified Whistler Business	<p>Qualified Whistler business is defined as one that:</p> <ol style="list-style-type: none"> 1. Has a valid RMOW business license, or be legislatively exempt (eg schools); and 2. Has an office or premises that are physically located in Whistler; and 3. The business must be a permitted use under the municipality's zoning bylaw; and 4. The business must primarily* and directly service Whistler local residents, Whistler homeowners, Whistler businesses or Whistler tourists, and, either: <ol style="list-style-type: none"> i) For Commercial (non-residential) premises, provide services within the RMOW boundary; or ii) For a home based or mobile business, have more than 75% of business income from Whistler local residents, tourists or Whistler local businesses <p><i>*Primarily is defined as the main purpose of the business/operation, which would translate to gross sales being generated predominantly by this group of customers. This includes Whistler start-ups that were initially established & operated to produce goods and services for the Whistler local market and met criteria 1) - 4) above during start up, and continue to operate and produce in Whistler.</i></p>
Rental Rates	The monthly amount payable for a rental unit, which may vary based on various factors, for example, the unit's age, size, location, and amenities.
Retiree	An individual that is at least 55 years of age and has ceased active full time employment in Whistler but who has been an Employee as per the Eligible Employee definition, for at least ten of the twelve years prior to ceasing employment.

Senior	An applicant who is 55 years or older and meets the definition of an Eligible Employee.
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4.0 POLICY

4.1 GUIDING PRINCIPLES

- (i) Promote efforts to enhance the quality of life for all residents and employees
- (ii) Support the health and well-being of Whistler's youth, young adults, and seniors, as well as their active participation in the resort community
- (iii) Promote diversity in housing price ranges to maintain affordability for the varied needs of different workforce groups and retirees within the community
- (iv) Access is made available to Whistler's workforce who are employed full time in Whistler, contributing with their labour to the tourism economy
- (v) Progression in the community's incomes and the variability of different applicants' ability to pay will be considered, including asset ownership
- (vi) The movement from market ownership to Employee Housing is generally not supported
- (vii) Employee housing continues to be financially viable in its own right
- (viii) A broad mix of housing is required for the diversity of Whistler's population in all aspects such as family structure, size and household income
- (ix) The municipality and subsidiaries will leverage its relationships with BC Housing, CMHC, and other government agencies, whenever possible and as appropriate, to support the development of Employee Housing
- (x) To recognize that employers have a role to play in providing employee housing, and that private developers also contribute to the housing mix for employees
- (xi) Consideration is to be given to the scarce and limited resources available to the community including both land availability and the municipality's capacity to finance
- (xii) Administration, including enforcement of the Employee Housing program will be considered to ensure the above principles can be implemented efficiently and effectively
- (xiii) Zero tolerance policy for system misuse or abuse of Employee Housing

Council Policy K-01: Employee Rental Housing Policy

4.2 ELIGIBILITY

This section outlines who is eligible for Employee Rental Housing in the Resort Municipality of Whistler.

All applicants, and occupants, of Employee Rental Housing must meet the following eligibility requirements, unless they are a spouse or a Dependent of an Eligible Employee.

4.2.1 MUST HAVE FULL TIME EMPLOYMENT WITH A QUALIFIED WHISTLER BUSINESS

To be eligible, an applicant must work full-time or equivalent, and be employed by one or more Qualified Whistler Business(es).

This acknowledges that Whistler has evolved into a four season economy that enables year round permanent residents to call home, and recognizes that having a secure full-time workforce contributes to a stable and resilient economy in line with the vision for the community. It also ensures optimal use of the municipality's housing assets.

4.2.2 WHISTLER RETIREES

To qualify as a Retiree under the definition of an Eligible Employee, an individual must be at least 55 years of age and have ceased active full time employment, but who met the definition of an Eligible Employee for at least ten of the past twelve years, prior to ceasing employment.

This recognizes the significant contribution Whistler Retirees have made to the development of the resort economy over an extended period of time, and confirms Whistler's support of in-place retirement for long term contributors to the resort.

4.2.3 RESIDENCY REQUIREMENTS

Individuals applying for Employee Rental Housing must qualify as an Eligible Employee and be a Canadian Citizen or Permanent Resident.

This reinforces the objective of the Employee Rental Housing program to provide access to housing Whistler workforce, and supporting a stable resident workforce.

4.3 EMPLOYEE RENTAL HOUSING QUALIFICATIONS

This section outlines the qualifying elements, in addition to the Eligibility as defined in 4.2 above, that determines the type and price of Employee Rental Housing, if any, that may be offered to an Eligible Employee.

4.3.1 OCCUPANCY STANDARDS

To support the most optimal use of the available housing for the resorts workforce, Occupancy Standards are applied to determine the number of bedrooms an applicant qualifies for, and is based on the National Occupancy Standards. Standards are defined as follows for all households, and will be referred to in determining an applicant's access to a specific sized Employee Rental Housing unit:

- a) No more than two (2) and no less than one (1) person per bedroom.
- b) Spouses and couples share a bedroom.

4.3.2 HOUSEHOLD INCOME MUST BE BELOW CERTAIN LIMITS

To qualify for Employee Rental Housing, the applicant's gross household income must be below certain income limits, as determined from time to time. The applicant's gross household income will be used as a basis for determining the monthly rental to be paid.

All applicants will be required to report their income on their application form, and provide documentation to substantiate their income prior to being offered a WHA tenancy agreement. An annual review will take place for every tenant to confirm their income, and the monthly rental that will be applicable for the following year.

The maximum income limit is based on unit size as follows:

Studio	\$100,000
1 bedroom	\$200,000
2 bedroom +	\$250,000

4.3.3 ASSETS MUST BE BELOW CERTAIN LIMITS

To be qualify for Employee Rental Housing, the Net Assets must be below the maximum allowable assets.

The maximum Net Assets is \$300,000.

Households with Net Assets greater than the maximum will not be eligible.

4.3.4 RENT RELATED TO INCOME & ASSETS

To support an equitable portion of each applicant's income being spent on housing, applicants will be categorized based on their income and asset levels, which will determine the monthly rental payable.

Council Policy K-01: Employee Rental Housing Policy

Income and asset limits are distributed across 6 categories as highlighted in Table 1.

Applicants will each be assigned a category based on their income and assets levels, whichever is higher. If an applicant exceeds the category 6 income or asset limit, they will cease to be eligible for WHA Employee Rental Housing.

Rental rates will be determined based on an applicant's category and the appropriate unit size based on Occupancy Standards, and the inventory available.

Similar to the Canadian Mortgage and Housing Corporation (CMHC) affordability metric, the monthly rental will be based on the category determined, and be broadly around 30% of the applicant's gross household income, subject to any other requirements such as funding provider criteria etc. This is intended to support affordable housing for Whistler's workforce in perpetuity.

Table 1: Categories with Maximum Income and Asset Limits

Maximum Income & Asset Limits (2019)						
	1	2	3	4	5	6
Studio	\$32,000	\$36,000	\$43,000	\$50,000	\$70,000	\$100,000
1 BR	\$39,000	\$45,000	\$54,000	\$63,000	\$87,000	\$200,000
2 BR	\$58,000	\$66,000	\$79,000	\$92,000	\$129,000	\$250,000
3 BR	\$70,000	\$80,000	\$96,000	\$112,000	\$156,000	\$250,000
Max Assets	\$100,000	\$100,000	\$120,000	\$150,000	\$220,000	\$300,000

Income and Asset limits will be subject to annual adjustments, with reference to CPI and dependent on market and economic conditions.

4.4 ENFORCEMENT

4.4.1 ANNUAL AUDIT FOR THE EMPLOYEE RENTAL HOUSING PROGRAM

Annual verifications will be a mandatory requirement of all tenancy agreements, to ensure an applicant continues to be eligible and meet all the relevant qualifying financial criteria.

The onus is placed on the applicant to report their financial situation, including any documentation required to substantiate their reported income and assets.

Failure of tenant's to complete the required annual verification may result in termination of a tenancy.

Where a tenant is determined to continue to qualify as an Eligible Employee, but does not provide financial disclosures, the tenancy agreement will provide for the rental rate to be increased to the standard median market rent as determined for that particular rental unit. If this persists, the tenancy may be terminated.

4.4.2 CONTROL AND GOVERNANCE

It is expected that dedicated resources be employed to oversee and implement audit processes, promote education and awareness of the Employee Rental Housing program, and enforce compliance to the relevant policy, and any contractual agreements and legislation.

It is imperative that appropriate controls are maintained and a separation of duties exists between the administrative processing of applications, and the ongoing process of compliance and enforcement.

5.0 RELATED DOCUMENTS

Administrative Report #19-098

Certified Correct:

A. Banman
Municipal Clerk

Recommendations

That Council adopt Council Policy K-01: Employee Rental Housing Policy as amended and presented for consideration; and

That Council support enhanced focus on enforcement within the Employee Housing Programs